

MADERA COUNTY

SUPERVISING ACCOUNTANT-AUDITOR

DEFINITION

Under general direction, to supervise, assign, coordinate, review, and participate in the work of staff; to perform the most difficult and complex budgetary, financial and statistical reports; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervises, assigns, coordinates, reviews, and participates in the work of staff; provides supervision and training to staff; assigns and evaluates staff work; ensures adherence to appropriate policies and procedures; provides assistance with and performs the most difficult and complex budgetary, financial and statistical reports; compiles budgetary, financial, and statistical data and develops various budgetary/financial statements, summaries, and reports in compliance with applicable guidelines; reviews budgetary, financial, and statistical reports from various computerized systems to determine accuracy and compliance with applicable legislation; prepares correcting journal entries, transfers, and/or resolutions affecting budgetary accounts as needed; recommends procedural changes to improve the efficiency and accuracy of department operations; performs audits of County departments, grants, and programs; develops audit programs, internal control questionnaires, time budgets, and personnel assignments; presents audit findings both verbally and in writing; provides technical support to external and government program auditors; consults with and advises other County departments, special districts, other government jurisdictions and the public on financial and accounting matters; utilizes a variety of computer applications; oversees and participates in the preparation, completion, and maintenance of a variety of records and reports; prepares reports and necessary correspondence.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Policies, operations, and functions of the County Auditor-Controller's Office.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations including laws, codes, ordinances, and regulations governing the financial operations of the County and other government entities.

Budgetary, accounting and auditing principles and practices, including financial statement preparation, budget publication, and other mandated compliance reports.

Modern office practices, methods, and computer equipment.

Spreadsheet and database applications and operations.

Skill to:

Operate modern office equipment including computer equipment.

Madera County
Supervising Accountant-Auditor (Continued)

Ability to:

Assist with planning, directing, managing, and overseeing the programs, functions, and operations of the County Auditor-Controller's Office.
Supervise, train, and evaluate assigned staff.
Review, analyze, evaluate, and reconcile complex financial data.
Utilize existing computer reports and prepare spreadsheets and data based reports.
Perform departmental, grant and program audits.
Prepare accurate financial statements, budget reports, and other statements as needed.
Interpret and apply complex legislative guidelines.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of progressively responsible experience in accounting, auditing or related financial recordkeeping work, including one year of supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with a minimum of 30 units in business related courses including accounting and auditing.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: June, 1997